



Dept. of Bldg. Inspections & Neighborhood Services
City of West Allis
Property Owner Registration Application

- ☐ New Registration
(New Owner)
\$50.00/property
- ☐ Delinquent
Registration.
\$150.00/property
- ☐ Change Contact
Info. Same Owner
(No Charge)
- ☐ Additional Contact,
Same Owner
(No Charge)

Amt Paid \$ _____

Section I

Tax Key #		Property Address - List each tax parcel separately. Only include properties that use the same contact information.			
-					
-					
-					
Required Owner/Parcel Information	Owner Name (Required)				<input checked="" type="checkbox"/> legal owner (Required)
	Attn: or c/o				Owner's Birth Date
	Domicile Address (Required)				
	Address 2 (P.O. Box or other)				
	City/State/Zip (Required)				
	Phone # (Required)	Add'l. Phone #			E-Mail
	Notes:				
NOTE - Minimum Required Information includes: Registration Type (check box in upper right-hand corner), Address of Property to be Registered, Owner Name, Owner Domicile Address (<u>where you live, not necessarily where you want your mail sent</u>), Owner City/State/Zip and Owner Phone Number. The owner must also designate <u>a minimum of one</u> registered contact person (on the reverse side of this form). The owner may list himself (under preferred mailing address) and/or a person designated by him (under the contacts section(s)) to be contacted regarding enforcement issues for the subject property. <u>Applications submitted without the Minimum Required Information and payment in full cannot be processed.</u> Contact our office at (414)302-8400 if you have questions.					

Basic Instructions:

1. Fill in at least the minimum required information as listed above.
2. List your preferred mailing address and/or contact names on the next page. A minimum of one contact person is required, however, the owner may list himself as the contact (under owner preferred mailing) if he so chooses.
3. If you have more than three contacts use an additional form (be sure to number the pages and list the property address on each page).
4. Attach your check or money order payable to the "City of West Allis".
5. Submit completed application, along with your check (if applicable) to:

City of West Allis Dept. of Bldg. Insp & Neighborhood Services
7525 W. Greenfield Ave., West Allis, WI 53214
(414)302-8400

Receipt # _____ Check # _____

BINS 11/2011

Section 2

Listing a preferred mailing address on this form will not change the current listing for mailing of tax and/or water bills. The tax and water bills will continue to be mailed as currently assigned. To change the billing address for tax or water bills please contact the City Assessor's Office at (414)302-8230.

Preferred Mailing Address	Name					<input checked="" type="checkbox"/> Owner Preferred Mailing
	Attn: or c/o					
	Street Address					
	Address 2					
	City/State/Zip	Contact Preference #				
	Phone #		Add'l. Phone #		E-Mail	
	Notes:					
Contact #1	Name					<input type="checkbox"/> agent for owner
	Attn: or c/o					<input type="checkbox"/> property manager
	Street Address					<input type="checkbox"/> interim financial institution
	Address 2					Other: (list)
	City/State/Zip					
	Phone #		Add'l. Phone #		E-Mail	
	Notes:					
Contact #2	Name					<input type="checkbox"/> agent for owner
	Attn: or c/o					<input type="checkbox"/> property manager
	Street Address					<input type="checkbox"/> interim financial institution
	Address 2					Other: (list)
	City/State/Zip					
	Phone #		Add'l. Phone #		E-Mail	
	Notes:					
Contact #3	Name					<input type="checkbox"/> agent for owner
	Attn: or c/o					<input type="checkbox"/> property manager
	Street Address					<input type="checkbox"/> interim financial institution
	Address 2					Other: (list)
	City/State/Zip					
	Phone #		Add'l. Phone #		E-Mail	
	Notes:					



CITY OF WEST ALLIS PROPERTY OWNER REGISTRATION INSTRUCTIONS

(Rev. 11/2011)

PROPERTIES TO BE REGISTERED

City of West Allis Revised Municipal Code, Section 9.34 requires West Allis Property Owners to register with the City. This registration shall include contact information for the owner and his/her appointed operator. Single, two- and three-family properties are exempt from this requirement if the owner's domicile address (where he/she lives) is the listed property.

PROPERTY OWNER INFORMATION (Application Section 1)

This section is reserved for the owners official domicile address (where the owner actually lives as opposed to where he/she would prefer to have his/her mail sent). Minimum Required Information includes:

- registration type (check box in upper right-hand corner)
- address of the property to be registered
- owner name
- owner domicile address (where you live, not necessarily where you want your mail sent)
 - P.O. boxes may be listed along with, but not in place of, the street address
- owner city/state/zip
- owner phone number.

Applications submitted without the minimum required information and payment in full cannot be processed. Failure to fully complete the form as instructed may cause return of the application for proper submittal.

NOTE: Information provided on this form will not change the current listing for mailing of tax and/or water bills. The tax and water bills will continue to be mailed as currently assigned. To change the billing address for tax or water bills please contact the City Assessor's Office at (414)302-8230 or obtain an Address Change Request Form from our website at www.westalliswi.gov.

CONTACTS (Application Section 2)

Provide the legal name, address, and emergency contact phone number of the appointed operator. The address listed shall be a street address – a post office box or alternate address is allowed in addition to, **but not in place of**, the street address. If the property owner of multiple listed properties intends to appoint different operators, a new registration form is required for each listed property. Please contact the Department of Building Inspections at (414)302-8400 for additional registration forms or obtain a copy of the form from our website at www.westalliswi.gov.

PAYMENT INFORMATION

The registration fee is \$50.00 per tax key number. A late fee of \$150.00 per property will be charged if the completed registration is not received in a timely fashion (as defined in the Code).

The completed registration form and fee may be presented in person or sent by mail to:

City of West Allis
Department of Building Inspections & Neighborhood Services
7525 W. Greenfield Ave.
West Allis, WI 53214

If you have any questions regarding completion of the registration form, please contact the Department of Building Inspections & Neighborhood Services at 414-302-8400.

Encls. Registration Application
Section 9.34 Property Owner Registration

9.34 Property Owner Registration.

(1) Purpose.

- (a) Property owner registration of residential and commercial properties is essential for the proper enforcement of the City's Building, Zoning, Fire & Health Codes and to safeguard persons, property and general welfare.
- (b) The Common Council of the City of West Allis has determined that, in order to best safeguard the health, safety, and general welfare of the public, it is necessary to maintain a listing of current property owner contact information so that City agencies may expeditiously process property related enforcement issues.
- (c) The Common Council of the City of West Allis has further determined that in order to expeditiously process enforcement issues, the property owner shall provide owner contact information and designate a registered contact person and if the owner does not reside in the State of Wisconsin in the State of Wisconsin, designate a person or legal entity located within the State of Wisconsin for service of process.

(2) Definitions. In this Section:

- (a) "Commercial" means use of property that is not classified by the City Assessor as residential and includes classifications of mixed use, multifamily, commercial, manufacturing, industrial and institutional property classifications.
- (b) "Registered Contact Person" means a person designated by the property owner to be contacted regarding related enforcement issues for the subject property. The property owner may be listed as the registered contact person, except where the owner's residency is not within the State of Wisconsin. The property owner may designate more than one registered contact person. The owner shall authorize the City to serve any legal process on the contact person and service shall have the same effect as having served the owner.
- (c) "Domicile" means the owner's true, fixed and permanent residence and to which, whenever absent, the individual intends to return, except that no individual may have more than one domicile at any time. The domicile address shall not be a post office box or similar depository.
- (d) "Entity" means the legal owner of the property and includes the mortgage in possession, a trustee, a trust, a life estate holder, a condominium association, a land-contract buyer, a general partnership, a limited partnership, a limited liability company, a cooperative, a corporation, or other property ownership type.
- (e) "Owner" means each person who jointly or severally is vested with all or part of legal title to (or beneficial ownership of) the premises, and who has the right to use and enjoyment of the premises. The term includes, but is not limited to, a mortgagee in possession, a trustee, a trust, a life estate holder, a condominium association, a land-contract buyer, a general partnership, a limited partnership, a limited liability company, a cooperative, and a corporation or other property ownership type.
- (f) "Owner-occupied" means the owner's residence and domicile is on the subject property.
- (g) "Person" means an individual.
- (h) "Physical address" means a unit-specific building or house number and street name and not a post office box or commercial alternative to a post-office box.

(3) Exceptions. The following are exempt from registering as required under this section.

- (a) Land parcels of owner-occupied one, two, and three-family residential classified properties where the ownership is recorded with the Milwaukee County Register of Deeds.
- (b) Land parcels classified by the Assessor's as a residential vacant lot and where the legal property owner's domicile is adjacent to the vacant lot.
- (c) Owners of owner-occupied condominium units where the ownership is recorded with the Milwaukee County Register of Deeds and a Condominium Association declaration is established, and the association has an appointed condominium agent.
- (d) Government-owned properties, including Federal, State, County, City of West Allis and West Allis/West Milwaukee School District properties, Milwaukee Metropolitan Sewerage District properties, Milwaukee Area Technical College properties, and property owned by public utilities where ownership is recorded with the Milwaukee County Register of Deeds Office.

(4) Registration Required.

- (a) The following shall file with the City the required registration form provided by the City, for registering the property in compliance with this section:

- 1. Residential or Commercial Property Owner. One registration for each tax-key-numbered parcel classified as residential or commercial, including properties classified as a vacant lot.

- (b) Exceptions. See Subsection (3) for exceptions to registration.

(5) Registration Information Required.

- (a) The property owner is legally responsible for compliance with the registration requirements of this section and submittal of the required form with required information.
- (b) The registration form shall be provided by the City to the property owner by first-class mail to the last known address of the property owner. The City may allow electronic filing of registration information.
- (c) Information required to be submitted to the City shall be typed or printed legibly and shall include the following:
 - 1. In the case of a person or persons owning the property: legal name; domicile residence address, with street address, city, state, zip code; and phone number for emergency contact. The domicile address shall not be a post office box or similar depository.
 - 2. In the case of property ownership by corporation, limited partnership, limited liability partnership, or other similar ownership as registered with the State of Wisconsin: Wisconsin corporation identification number; legal name of entity; registered agent's legal name; domicile residence address of registered agent including city, state, zip code and phone number for emergency contact. The domicile address shall not be a post office or similar depository.
 - 3. In the case of a trust, trustee or life estate holder: Wisconsin Registration Identification Number; legal name of representative; domicile residence address of representative, including street address, city, state, zip code and phone

number for emergency contact of the representative. The domicile address shall not include a post office box or similar depository.

4. The property owner shall designate and state on the registration a registered contact person. The registered contact person may be the property owner. The listing of the contact person shall include his/her address, city, state, zip code and phone number.

5. The property address and tax key number of the property being registered.

(6) Registration and Changes In Information.

(a) Initial Registration. Beginning in the calendar year 2010, each owner of a property required to be registered by this Section shall file the required registration form and pay the required fee. The registration form shall be sent by first-class mail. Any registration filed after December 1, 2010 or, in the case of change of ownership, later than stated in (b) through (e) below, shall result in the fee being increased to \$150.00. The increased fee may be waived by the City.

(b) Registration. Any change of ownership after the initial registration shall be filed within 30 days of conveyance. Any registration filed after 30 days of conveyance shall result in the fee being tripled. The increased fee may be waived or rescinded by the City.

(c) Recording After Death. In the event of death of the property owner required to be registered under this section, the subsequent owner shall file a new registration form within 60 days after conveyance from the estate or other acquisition of interest.

(d) Registering After Conveyance, Change of Ownership. In the event of any conveyance of any property required to be recorded under this section, the new owner shall file a new registration within 30 days of the date of conveyance, or if the conveyance is by sale after foreclosure, then within 30 days of the date of court confirmation of the sale.

(e) Change of Contact Information. If any information listed on a properly filed registration changes, other than ownership events listed in subparagraphs (a) thru (d) above, a revised registration form shall be filed within 30 days of the change of information. There shall be no fee to change contact information for a registered owner or his designated registered contact person(s). The City may periodically require property owners to verify recorded contact information for changes.

(7) Failure To Register.

(a) The property owner is responsible for compliance with the registration requirements of this section.

(b) Failure of the owner of the property to file the required registration form, failure to file a change of information form, or failure to file the required fee is a violation of this Code. Notice of violation shall be outlined in written form and served upon the owner of the property. The City shall serve such notice and order by first-class mail to the last known address of the property owner.

(c) Such Notice and Order shall include the following:

1. The address or tax key number of the property so affected.
2. A statement of violation, including the corresponding reference to the Code requirement.
3. An order for remedial action to correct such violation.
4. Statement of time for compliance to the Code requirement.
5. Statement of fee due.
6. Statement of penalty.
7. Statement of appeals process.

(d) The time period for compliance may be extended at the discretion of the City. A request for time extension may be considered after receiving a written communication from the property owner, registered contact person, or legal representative stating reasonable cause.

(e) Failure of the property owner to comply with the Notice and Order may be cause for the City to file a court action for violation of this code and be subject to the penalties in subsection (11).

(8) Falsification of Registration Form.

(a) No person shall knowingly or intentionally submit information on the registration form that she/he knows to be false or misleading. Falsification shall be subject to penalties as stated in subsection (11).

(9) Registration Fee.

(a) The registration fee is \$50.00 per new registration. A registration not filed timely, as required by this code, shall result in a fee increase to \$150.00. The increased fee may be waived or reduced by the City.

(10) Appeals.

(a) A property owner or owner's agent may appeal any compliance order to the City of West Allis Administrative Review Board pursuant to Section 2.48, by filing a written request for a hearing with the City Clerk within twenty (20) days of the date of the issuance of the order.

(b) The appeal and hearing procedure shall conform to the standard rules and hearing procedures of the Administrative Review Board.

(c) If the Administrative Review Board upholds the Order of the City, the property owner may appeal the decision within thirty (30) days to the circuit court.

(d) If a property owner does not file a timely written request for a hearing with the Administrative Review Board, he or she waives the right to assert that the property did not meet the criteria for registration under this section.

(11) Penalties.

(a) Any property owner or entity violating the provisions of this ordinance shall be required to forfeit not less than one hundred dollars (\$100) nor more than five hundred dollars (\$500), along with the costs of prosecution. In default of payment thereof, the person shall be imprisoned in the Milwaukee County House of Correction until such forfeiture and costs are paid, but not more than the number of days set forth in Section 800.095(4) of the Wisconsin Statutes.